**Brian Keith Harcum**

1226 South 51st Street

Philadelphia, PA

267-702-8730

[harcumbrian@yahoo.com](mailto:harcumbrian@yahoo.com)

**Objective:** To find entry-level employment

**Work Experience**

* **Office Clerk**, Career Exploration for Youth, City Hall, Philadelphia, PA. September '08 - present.  
   · Filed documents  
   · Prepared and delivered packages  
   · Sorted mail  
   · Typed letters  
   · Operated copy machines
* **Home Improvement Assistant,** Philadelphia, PA. Weekends and Summers, 2010 - present.  
   · Fixed holes in walls  
   · Changed the sink knobs  
   · Changed shower knobs  
   · Fixed cabinets  
   · Fixed all doors in the house  
   · Removed nails out of the walls  
   · Painted walls

**Education**

Abraham Lincoln High School, Rowland and Ryan Avenues, Philadelphia, PA. Graduated June, 2011.

**Activities** · Actor, Deaf Awareness Day Show, 2008-2011

**Awards**

Honor Roll Student, 2011

Recognition by Principal for Essay on Traveling Outside of USA, 2010

**Skills**

* Experienced user of Microsoft Word, Excel and PowerPoint
* American Sign Language
* Writer of Poetry
* Pencil drawing and water coloring

**References** furnished upon request.